



DISPOSAL OF EQUIPMENT

Policy 9.18 – The Plymouth Public Schools authorizes the disposal of obsolete equipment in accordance with Section 15 of Chapter 30B of the General Laws of Massachusetts.

“Obsolete” equipment is that which is:

1. Beyond repair or too costly to repair;
2. Replaced by new equipment because the old equipment no longer serves our educational needs.

Procedure to be followed for DISCARD:

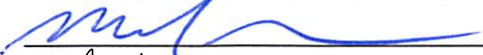
1. All equipment must be declared obsolete by the building Principal and the Program Manager;
2. A list of the equipment, with a description of the condition or reason for declaring it obsolete, will be forwarded to the School Committee;
3. Upon approval by the School Committee, said equipment will be transferred to the control of the Board of Selectmen.

Obsolete Equipment	Model No. /Serial No. <i>(if applicable)</i>	Description of Condition/ Reason for Declaring Equipment Obsolete
Main office Copier	Savin MP 4054	Does not work
	id equip #	replaced w/ Canon
	18017	

Cost Center Name and No.: AMES 810

Program / Department Name: _____

Program / Dept. Mgr.'s Signature: _____ Date: _____

Principal's Signature:  _____ Date: 9/12/22

Business Manager's Signature:  _____ Date: September 12, 2022

School Committee Date: _____ Approved: Yes No Comments: _____

ONTASK

SIGNATURE CERTIFICATE

Workflow Reference: 8c04ae3b-32c0-11ed-b9cf-0242ac120002

PARTICIPANT

DETAILS

Process started
12-Sep-2022 2:27 PM EDT

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IP Address: 50.226.172.10,
10.200.3.89

Document viewed
12-Sep-2022 1:30 PM EDT
Reference ID: 8c4253bd-32c0-11ed-b9cf-0242ac120002

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10.200.3.89

Document accepted & signed
12-Sep-2022 2:27 PM EDT
Reference ID: 8c4253bd-32c0-11ed-b9cf-0242ac120002

Document has been completed
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